eZ-Audit
Use-Case Specification 18: Correspondence Log

Version 1.1

Revision History

Date	Version	Description	Author
July 17, 2002	1.0	Final version created for 7/17 Deliverable Submission.	Seth Sinclair
August 12, 2002	1.1	Revised version created for deliverable re-submission	Seth Sinclair

Table of Contents

Use-Case Specification 18: Correspondence Log

1. Correspondence Log

1.1 Brief Description

When an ED User sends or receives any type of correspondence between schools, auditors, or other groups, they need to track items such as what was sent/received, who received it, and when. The purpose of this Use Case is to address the User's ability to record these actions in a Correspondence Log.

2. Flow of Events

2.1 Basic Flow

1) Case Team User selects to enter the Correspondence Log

The ED User selects the "Correspondence Log" option from the left navigation bar after selecting a specific Institution Record. See Extension Point - Use Case 15 "Select Institution" for details on the process of selecting a specific Institution.

2) System presents the Correspondence Log Page

The system presents a page to the User with a list of all entries into the correspondence log for the selected institution for the fiscal year presented in tabular format. Institution name, OPEID, FY End, ACN, Institution Type, Submission Type, and School Group data are pre-populated and displayed at the top of the page. The following fields are displayed for each entry in the log:

- Case Team
- Correspondence type
- Correspondence sent date
- Organization
- Correspondence Status
- Comments

There is an option to add a new entry to the Correspondence Log and an option to modify an existing entry.

3) Case Team User Selects to Add a New Entry

The Case Team User selects the option to add a new entry to the Correspondence Log.

4) System Displays Fields for New Entry

The system presents the following fields to the User for data entry:

- Case Team (dropdown, list of Case Teams, required field)
- Correspondence type (dropdown, see Special Requirements for choices, required field)
- Correspondence sent date (data entry, date format, required field)
- Organization (dropdown, see Special Requirements for choices, required field)
- Correspondence Status (dropdown, see Special Requirements for choices, required field)
- Comments (data entry, text box)

There is a save option and a cancel option.

5) Case Team User Enters Data

The Case Team User enters data in each field and selects the Save option.

6) System displays Correspondence Log Page with New Entry

The system presents a page to the User with a list of all entries into the correspondence log for the selected institution for the fiscal year presented in tabular format. Fields with institution name, OPEID, FY End, ACN, Institution Type, Submission Type, and School Group data are pre-populated and displayed at the top of the page. The new entry is displayed at the bottom of the list of entries.

There is an option to add a new entry to the Correspondence Log and an option to modify an existing entry.

2.2 Alternative Flows

2.2.1 Case team User Selects to Cancel

From Step 4 of the Basic Flow, the Case Team User selects to cancel adding a new entry to the correspondence log.

1) Case Team User Selects Cancel

The Case Team User selects the Cancel option.

2) System Displays a Warning Message

The System displays a warning message asking the user if they are sure they want to quit and noting that data will not be saved. There is a Yes Option and a No Option.

3) Case Team User Selects to Continue Canceling

The Case Team User selects the Yes option.

4) System displays the Correspondence Log Page

The System displays the Correspondence Log page with historical entries. The cancelled entry is not saved. There is an option to add a new entry to the Correspondence Log and an option to modify an existing entry.

2.2.2 Case team User Selects to Modify an Entry

From Step 2 of the Basic Flow, the Case Team User selects to modify an existing Correspondence Log entry.

1) Case Team User Selects Modify

The Case Team User selects the Modify option.

2) System Presents Entries for the User

The System displays the Correspondence Log with all entries previously entered by the Case Team User in updateable rows. Entries created by another Users are not displayed. There is a save option.

3) Case Team User Adds/Saves Changes

The Case Team User updates fields in the Correspondence Log and selects the Save option.

4) System Displays Updated Log

The system presents a page to the User with the list of all updated entries into the correspondence log. Fields with institution name, OPEID, FY End, ACN, Institution Type, Submission Type, and School Group data are pre-populated and displayed at the top of the page.

There is an option to add a new entry to the Correspondence Log and an option to modify an existing entry.

3. Special Requirements

3.1 "Correspondence Type" Choices

The following items are available in the Correspondence Type Dropdown List:

- Reminder
- Missing Submission
- Audit Issued Letter
- Corrected Submission
- Audit Engagement Letter
- Phone Call
- Requested Additional Information from School (audit on-hold)
- Transmittal and Closure
- Transmittal/Preliminary Audit Determination Letter
- Institutional Response
- Request Missing Close-Out Audit
- Solicit 3070 Documentation
- Approved 3070 Request
- Denied 3070 Request
- Appeal Received
- Request for Letter of Credit
- Zone Letter
- Letter of Credit
- Public Institution Certification Letter
- State Certification
- Other
- Concurrence

3.2 "Organization Type" Choices

The following items are available in the Organization Type Dropdown List:

- Administrative Actions and Appeals
- Case Management and Oversight
- Institutional Monitoring Division (IRB Headquarters)
- Independent Public Accountant
- Institutional Review Branch
- Office of General Counsel
- Office of Hearing and Appeals
- Office of the Inspector General
- Performance Accountability and Improvement
- Pell Financial Operations
- School

- Secretary
- School Servicer

3.3 "Correspondence Status" Choices

The following items are available in the Correspondence Status Dropdown List:

- Generate Only – Not Sent
- Not Sent
- On-Hold
- Pending
- Phoned
- Received
- Reprint
- Resubmission
- Sent

4. Preconditions

4.1 ARS User Assigned System Role of "ARS"

The Case Tem User's profile was created/saved as the Case Team Admin, Screener, ARS, FA, Assigner, or Approver Role in the User Management Area of eZ-Audit.

4.2 Institution Selected

The ED User has selected an institution from their "Assigned Queue" or through the Search function.

5. Postconditions

5.1 Correspondence Log Updated

The Correspondence Log is updated with any changes made by the User allowing the results to be viewed by other Users.

6. Extension Points

6.1 Use Case 15 "Select Institution"

Explains the Case Team User's ability to see their assigned queue and select an institution.

7. Requirements

GEN145 Correspondence Log fields include:
- OPEID
- Institution
- School Group
- Institution Type
- Case Team
- Submission Type
- Correspondence Type
- Correspondence Sent Date
- Organization
- FY End Date
- ACN
- [Correspondence] Status
- Comments